

# CPD Essentials: User Guide

The following user guide provides a practical introduction to CPD Essentials.

It works through the different areas of the tool, the key functionality that you will find and the terminology employed on the site.

We recommend that you take your time to read this and to familiarise yourself with the guidance it provides. This will enhance your user experience and help you get the most from CPD Essentials.

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# 1. Glossary and terminology

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## Terminology

### Portlet

A window which retrieves data from another part of CPD Essentials to provide you with quick access to the areas you most frequently use.

### CPD

Continuing Professional Development.

### Activity

An item on CPD Essentials which could be either a piece of learning or assessment.

## Types of activity available in CPD Essentials



### Reference

An individual item of learning that offers information in text format. Can be sent to you a page at a time by email.



### Assessment

A test consisting of multiple choice questions.

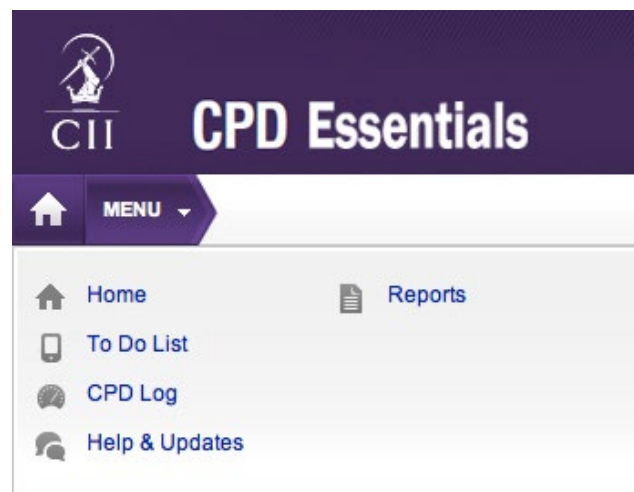


### Programme

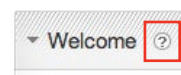
A combination of learning material and assessments.

If there is more information and/or further functions available for a portlet then clicking on the portlet heading will give you access to that.

You can navigate to any part of CPD Essentials by clicking on **Menu** next to the Home button, top left (screenshot below).



## Additional guidance



? icons appear throughout the site and contain additional guidance to aid understanding and use. Mouse over the ? icon to see the additional guidance.

## 2. The home page

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Current CPD status and direct access to view and record CPD activity.

Activities which require further information before being included as CPD.

CPD activities to complete. Each item is a programme containing a number of e-briefings to work through.

**CII CPD Essentials**

Profile | Log out

**Continuing Professional Development**

CPD Scheme: Default  
Current Status: Incomplete

5h 00m

CII minimum requirements not met  
CPD Year starting on 1/1/2015  
There are 9 months left in your CPD period.

View CPD Log Add CPD Activity

CPD Category	CPD Hours
Structured	5h 00m
Unstructured	0h 00m

CPD Activity Type	CPD Hours

**To Do List**

1. Financial services, regulation and ethics  
Incomplete
2. Investment principles and risk  
Not Attempted
3. Personal taxation  
Not Attempted
4. Pensions and retirement planning  
Not Attempted
5. Financial protection  
Not Attempted
6. Financial planning practice  
Not Attempted

Monthly News  
Not Attempted

**HELP & FAQ**

**Welcome**

Welcome to CPD Essentials, the CII's complete adviser learning and development programme.

It gives you access to CPD planning, learning and assessment tools that will help ensure your knowledge is kept current, reinforcing your professional credentials and helping to satisfy your regulatory and/or CII/PFS CPD requirements.

Your 'To do' list, to the left, is pre-populated with all the CPD Essentials learning material. Simply click on a heading in the list to get started. You can work through the six programmes in any order. For more details on CPD Essentials please see the Walkthrough, FAQs and System User Guides within the 'Help & FAQ' section below.

**CPD Essentials News**

**Budget 2015**  
CPD Essentials - 18 days ago  
A summary of the key... more »

**Autumn Statement 2014**  
CPD Essentials - 3 months ago  
A summary of the key... more »

**Useful Links**

Make use of our links to external resources.

- Chartered Insurance Institute
- Personal Finance Society
- Department for Work & Pensions
- Financial Conduct Authority
- HM Revenue & Customs
- Money Advice Service
- National Employment Savings Trust
- Pensions Advisory Service
- Pensions Regulator

**Incomplete CPD**

CPD Record

1.2.1 The obligations that the financial services industry has towards consumers

Edit

**Synchronise My CPD**

If you are a CII/PFS member and have a CPD record on the CII CPD site for members, this enables you to link your CPD record on this site to your CII/PFS member CPD record to ensure they are both updated when you add CPD.

Link My CPD Records

Useful links to external resources.

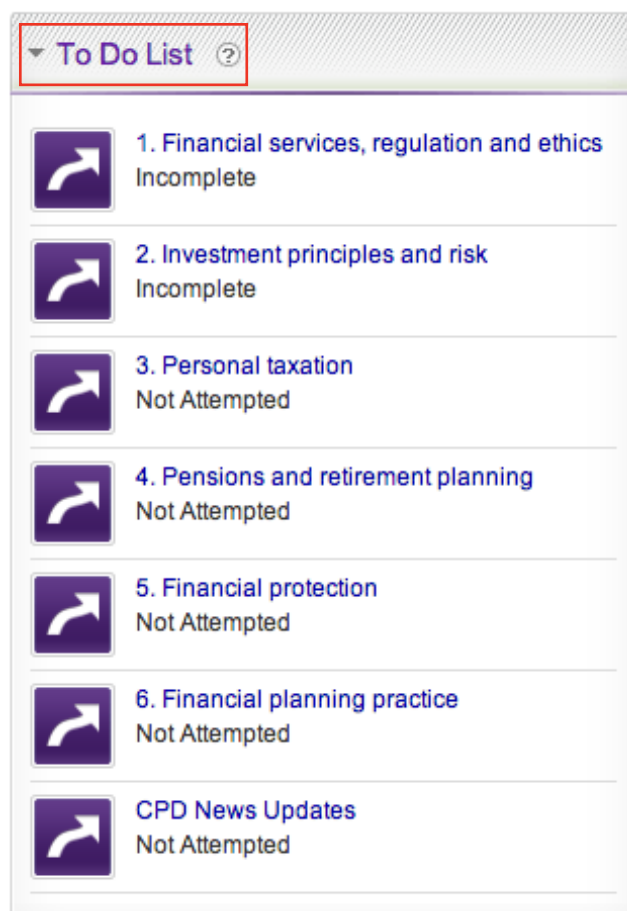
## 3. To do list

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CPD Essentials activities for you to complete are displayed in the **To Do List** portlet on the Home page (screenshot below).

Once you have successfully completed an activity it will automatically be removed from this portlet.

To see a list of all your activities and their current status, click on the portlet title or select **To Do List** from the **Menu** at top left of the Home page.



### Activity status

The typical status progression is:

- **Not Attempted** – you haven't begun the activity.
- **Incomplete** – you've accessed the activity but not finished it.
- **Complete** – you have successfully finished the activity.

### Send learning via email

Firstly, access your learning by opening an item in your **To Do List**. This will present you with a **routemap**. Click on a title in the route map image to access the learning activities for that subject.

Select the **Send by email** icon beneath the activity title and set a date for when you wish to start receiving the material.

You can also choose whether to receive a page seven days a week or just on weekdays.



### Setting reminders

You can set email reminders for your CPD activity in general. To edit your e-mail preferences, go to the **Profile** link at the top right of your screen and select **Settings** from the left hand menu.

Tick the **Send To Do List emails** checkbox then select the frequency (daily, weekly or monthly) you wish to receive the email reminders.

Select **Update** to save changes.

## 4. Editing time spent on programmes

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The screenshot displays the CII CPD Essentials interface. At the top, there's a header with the CII logo and 'CPD Essentials'. Below it, a navigation bar shows '1. Financial services, re...'. The main content area features a large image of a city skyline with several circular callouts: 'Structure of financial services' (orange), '1. Financial services, regulation and ethics' (dark blue), 'Ethics' (red), 'Legal concepts' (red), 'Regulatory practice' (red), and 'Regulatory principles' (red). A legend at the bottom left indicates 'Not Attempted' (red), 'Incomplete' (orange), and 'Completed' (green).

Below the image, the section 'Structure of financial services' contains a table of activities. The first activity, '1.1.1 Role and structure of the UK and international markets: key participants', is highlighted. Its status is 'Incomplete', and the 'Time Spent' field is set to '00:00:00'. A red box highlights the 'Time Spent' field, and a red line points to it from the text 'Double click on the time spent and a dialogue box will open to allow you to edit it.' Another red box highlights the status 'Incomplete', and a red line points to it from the text 'Click on the downward arrow by the status for the activity you want to amend.'

Activity	Details	Status	Planned Date
1.1.1 Role and structure of the UK and international markets: key participants Send by email	Info ▾	Incomplete ▾	None
<b>Attempt Summary</b> Status: Incomplete Time Spent: 00:00:00 Attempts: 2 Last Attempt: 8/1/2013			
1.1.3 The role of government and the impact of the EU on UK regulation Send by email	Info ▾	Not Attempted ▾	None
1.4.1 The role of the FCA, HMT and the Bank of England in regulating the market Send by email	Info ▾	Not Attempted ▾	None

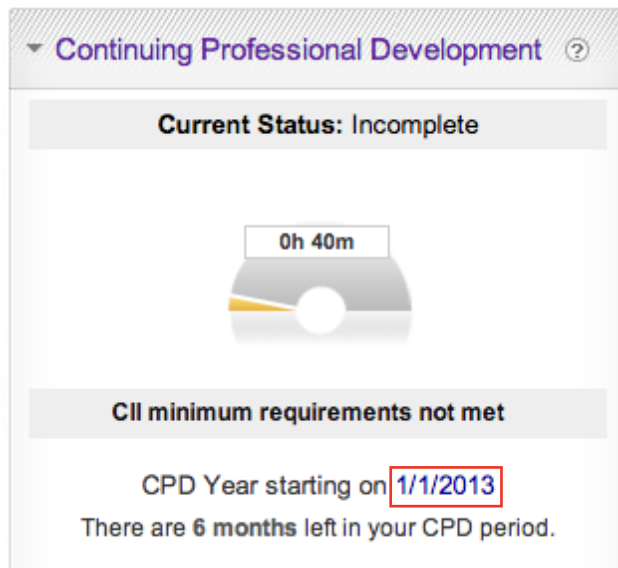
Double click on the time spent and a dialogue box will open to allow you to edit it.

Click on the downward arrow by the status for the activity you want to amend.

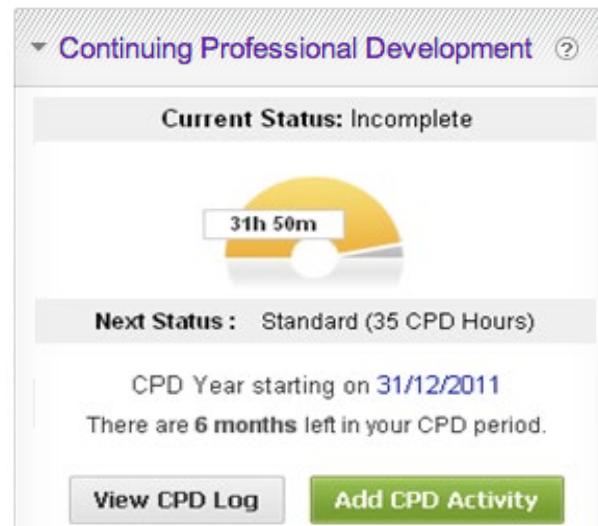
## 5. Recording and managing Continuing Professional Development (CPD) ◀ back | forward ▶

### Setting your CPD year start date

When you first access CPD Essentials you will need to set your CPD year start date to activate the CPD log. The **Continuing Professional Development** portlet on the home page will prompt you to do this. Once set, you can update the start date at any time by clicking on the chosen date in the CPD portlet (highlighted in a keyline below) or by clicking on the **Profile** link at the top right of the Home page and then selecting **Settings** from the menu on the left side of the screen.

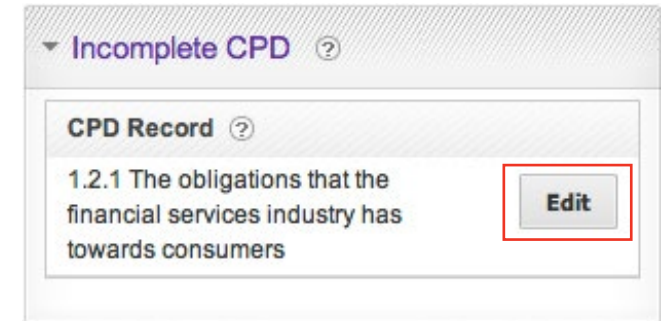


### Automatically recorded activity



Once you complete an activity within CPD Essentials it will be added to the **Incomplete CPD portlet**. Note that each individual item of learning, rather than the programme as a whole, will be added to the CPD log upon completion. Completion of the Knowledge Check assessments included with the programmes are not recorded as CPD activity as the CII CPD scheme does not recognise time spent actually sitting exams/ tests. However, you can add these manually to your CPD record as required if you are submitting your CPD to another professional body that does include this an eligible activity.

### Adding a reflective statement



To ensure an activity is eligible for CPD you will need to add a reflective statement which explains if the activity met the learning needs it was intended to cover.

Click on the **Edit** button to add your reflective statement.



## 5. Recording and managing Continuing Professional Development (CPD) ◀ back | forward ▶

### Adding other activity

You will need to manually add any CPD activities you complete outside of CPD Essentials, for example, attending training courses or conferences.

The **Current Status** field above the dial (see first column of preceding page) will remain as **Incomplete** until you have recorded 35 hours of CPD activity including a minimum of 21 hours structured CPD activity.

Clicking on the **Add CPD Activity** button lets you record the details of the activity.

You must complete all the mandatory fields, indicated with a red asterisk\*, then click the **Add** button for it to count on your CPD log.

### Add CPD Activity ?

[See example of completed CPD record](#)

Please complete all mandatory fields (\*) to ensure your CPD is recorded as complete on the system.

Development Need ? \*

Activity\* ?

Learning Outcomes ?

Start Date ?

End Date ? \*

Status ?

Time Spent ? \*

Completed ▾

0 ▾ hours 00 ▾ minutes

CPD Activity Type\* ?

[See examples](#)

CPD Category\* ?

(Select) ▾

(Select) ▾

File Attachments ?

Choose File no file selected

Reflective Statement\* ?

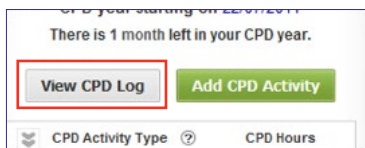
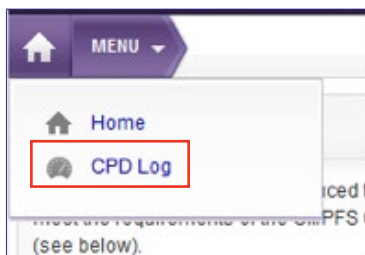
Add

Cancel

# 5. Recording and managing Continuing Professional Development (CPD) ◀ back | forward ▶

## CPD log

To print, export (download) or view historical CPD activity, go to your CPD Log which can be accessed by clicking on the **CPD Log** link under Menu or by clicking on the **View CPD Log** button in the **Continuing Professional Development** portlet.



From the Actions box you can add a new CPD activity, view Removed CPD, Print or Export a copy of your CPD record or amend your CPD start date in Settings.

The export/import functionality enables you to download a copy of your CPD Log or export/import your records between the various CII CPD recording tools (CII CPD online planning and recording tool or CII Assess systems).

The CPD Status box contains the same information as the Continuing Professional Development portlet on your Home page but with the added ability to select the CPD Year you wish to view. This enables you to select previous years to view your past CPD history. To change the year, select the year you wish to view from the dropdown list.

You can sort the information by clicking on one of the column headings.

Beneath the table of CPD records you will see subtotals for **Completed** and **Incomplete** time and an overall **Total**.

In the centre of your screen will be a table displaying your full list of CPD Activity for the year you have selected from the CPD Status box. Clicking on an activity name will open the item enabling you to edit it.



## 5. Recording and managing Continuing Professional Development (CPD) ◀ back | forward ▶

### Removing CPD activity from your log

If you wish to remove a CPD Activity from your CPD log, select the cross to the right of the CPD activity in the table

1.2.1 The obligations that the financial services industry has towards consumers	3/25/2015	Incomplete	3h 00m	X
E-learning	Structured			

then select **'Yes, remove the activity'** to confirm the removal. As detailed below you can restore removed CPD, however should you wish to permanently delete the activity you must also tick the 'I would also like to delete this CPD activity' box.

Would you like to remove this activity from your CPD log?

By removing the activity from your CPD log, it will no longer count towards your CPD year. Providing you don't permanently delete this, you can add at a later date.

☐ I would also like to delete this CPD activity.

**Yes, remove the activity** Cancel

Any CPD activities you remove will still be accessible under the **Removed CPD** button in the **Actions** box.

**Removed**

If you wish to reinstate an activity, locate the activity and select it by ticking the checkbox next to the activity name. Once selected, click on the **Restore** button.

Restore

Selected Activities: 1

Restore

Cancel

1 item has been selected. Select all 2 items

Activity Name	Details	Progress	CPD Credits
<input type="checkbox"/> 1.1.3 The role of government and the impact of the EU on UK regulation	Info	Completed	0h 00m
<input checked="" type="checkbox"/> 1.2.1 The obligations that the financial services industry has towards consumers	Info	Completed	3h 00m

## 6. Synchronising your records across various CPD tools

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### Synchronising your records across various CII CPD tools

If you currently hold CPD records across more than one of the CII's CPD systems: CPD Essentials, the CII CPD planning and recording tool or Assess you can now combine this into one single record.

**There are two main options available to you:**

1. Create a combined record within the free CII CPD planning and recording tool. To do so, log in to CPD Essentials or Assess and select 'Synchronise My CPD'.
2. Alternatively, you can create a combined record by exporting and then importing your records into any one of the three designated systems: CPD Essentials, the free planning and recording tool, or Assess. To do this, log-in to the system that you want to export your records from. Then go into 'View CPD log' and click on the 'Export' button where you will see a message asking you to confirm which year's records you wish to export, and follow the on screen instructions. Once your record has been exported and saved, log in to the system you wish to import to. Then go into 'View CPD log' and click on the 'Import' button. Select your file from the saved location and click the import button once more. Your imported record will appear in your CPD log.

Please note that it is not possible to export and import records for multiple years simultaneously, they must be done one year at a time.

The screenshot displays the CII CPD Essentials dashboard. At the top, the CII logo and 'CPD Essentials' title are visible. The main content area is divided into several sections:

- Continuing Professional Development:** Shows the CPD Scheme as 'Default' and the Current Status as 'Incomplete'. A progress bar indicates 5h 00m completed. A message states 'CII minimum requirements not met' and 'CPD Year starting on 1/1/2015'. There are 9 months left in the CPD period. Buttons for 'View CPD Log' and 'Add CPD Activity' are present.
- CPD Category Table:**

CPD Category	CPD Hours
Structured	5h 00m
Unstructured	0h 00m
- CPD Activity Type Table:**

CPD Activity Type	CPD Hours
- To Do List:** A list of six items, each with a 'Not Attempted' status and a right-pointing arrow icon:
  1. Financial services, regulation and ethics
  2. Investment principles and risk
  3. Personal taxation
  4. Pensions and retirement planning
  5. Financial protection
  6. Financial planning practice
- Monthly News:** A link to 'Monthly News' with a 'Not Attempted' status.
- HELP & FAQ:** A green button with a question mark icon.
- Welcome:** A message welcoming the user to CPD Essentials, the CII's complete adviser learning and development programme.
- CPD Essentials News:** Two news items: 'Budget 2015' (18 days ago) and 'Autumn Statement 2014' (3 months ago), each with a 'more' link.
- Useful Links:** A list of external resources including Chartered Insurance Institute, Personal Finance Society, Department for Work & Pensions, Financial Conduct Authority, HM Revenue & Customs, Money Advice Service, National Employment Savings Trust, Pensions Advisory Service, and Pensions Regulator.

The 'Synchronise My CPD' section, highlighted with a red box, contains the following text:

If you are a CII/PFS member and have a CPD record on the CII CPD site for members, this enables you to link your CPD record on this site to your CII/PFS member CPD record to ensure they are both updated when you add CPD.

Below the text is a button labeled 'Link My CPD Records'.

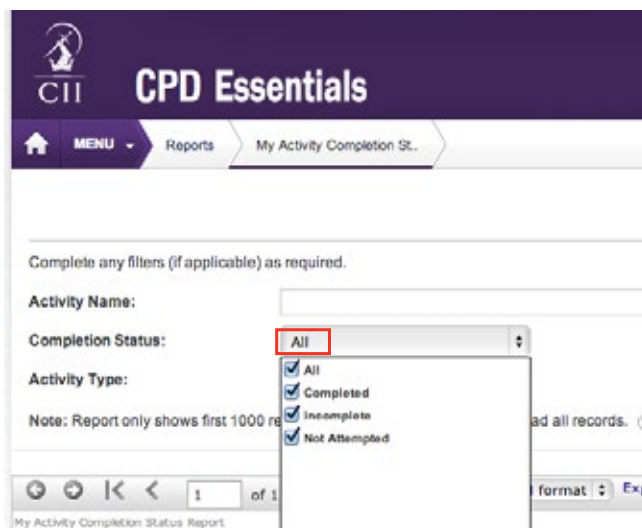
## 7. Activity and progress reports

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You can run reports on your activity within CPD Essentials by selecting the **Reports** link from the **Menu** button.

Using the My Activity Completion Status report as an example:

- Leaving the **Activity Name** filter blank will show all activities.
- The information can also be filtered to only show activities you've completed, for example, by selecting the appropriate filter within **Completion Status**.



You will need to have actually used CPD Essentials for the reports to show meaningful information. Reports can also be scheduled to run automatically and emailed to you. Click on the **Email Report** link to set this up. Reports can also be exported in a number of formats for use outside of CPD Essentials including CSV, Excel and PDF.

### Profile

You can access your **Profile** using the link at the top right of the Home page. Within the personal details area you can view the personal information against your account. Personal details cannot be updated on CPD Essentials, should you need to update the details on your account please contact Customer Service on +44 (0)20 8989 8464.

### Settings

You can also change your CPD start date here (or by clicking on the date in the CPD portlet on the Home page) and set up regular CPD status emails.

If you wish to receive regular reminders about learning activities in your **To Do List**, tick the checkbox under the **Reminder Email Preferences** section on your **Settings** page and choose the frequency and day of the month.

Click on the **Update** button beneath the sections to save your changes.

### Password

To change your password, select **Password** from the left hand menu and complete the fields. Select **change** to save your new password.

If you forget your password, you will need to click on the **Can't access your account?** link on the pre-login page to reset.

## 8. Administrator functionality – monitoring staff activity

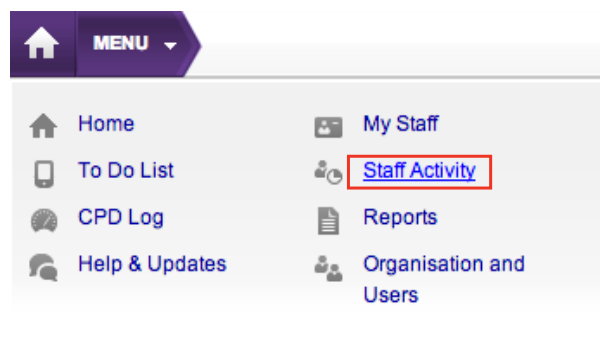
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This section will only be relevant where a firm has purchased CPD Essentials for staff and elected to make one person responsible for monitoring and reporting on usage.

The following information is only for users who have been given that role.

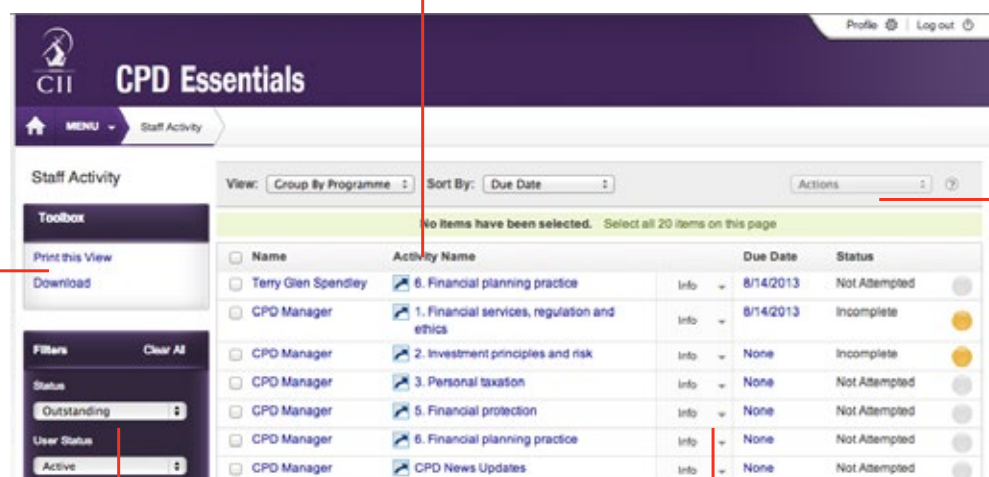
### Staff activity page – basic functions

Select the **Staff Activity** link in the **Menu**.



This page displays a list of all the CPD Essentials users in your organisation and the activities assigned to them. By default, this will be all the learning material provided in the system.

Print a copy of the current view or **Download** a copy.



Use the **View** and **Sort By** dropdown lists to filter by staff activity.

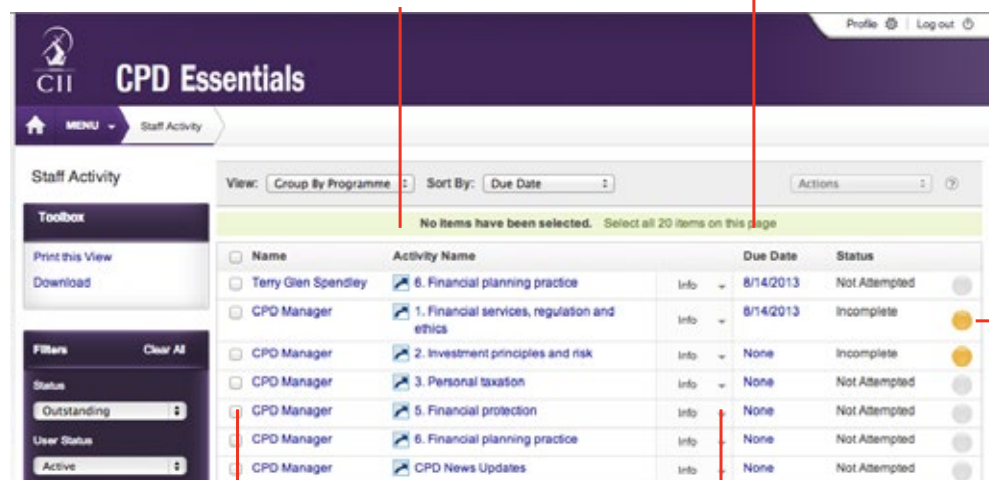
Select a member of staff using the check box to the left of their name to activate the **Actions** list.

Search and filter options to narrow and sort what is displayed.

Selecting the arrow next to **Info** displays further details about the activity.

Click on **Activity Name** to see all the individual activities that make up that programme of learning.

Add or edit a **Due Date** for the activity



The circles beside each activity change colour as the **Status** changes.

Grey – not attempted.

Orange – indicates the activity is in progress.

Red – past due date for completion (if date set).

Selecting a **Name** will take you into that person's **Profile**.

Expand to show further information about the activity.

# Administrator functionality – tools

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## Adding, changing, removing

If no **Due Date** has been set then the word **None** will be displayed.

If you wish to edit a due date for an activity then click on the date (or **None** to add one).

To remove a due date, click on it and tick the box **No due date**.

## Filtering and managing large lists

Filters Clear All

Status  
Outstanding

User Status  
Active

Activity Name  
[Text Input]

User Name  
[Text Input]

Line Manager Name  
[Text Input]

Due Date From  
[Text Input]

Due Date To  
[Text Input]

Search

The default view will not show completed activities.

To view completed activities change the **Status** drop-down to **Completed**.

Alternatively, select **All** from the drop-down to view all activities whether not attempted, in progress or completed.

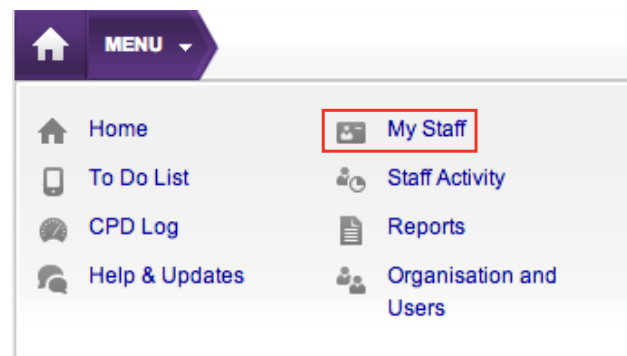
## Other staff actions

If you select a staff member by clicking the tick box to the left of their name, the drop-down (located above the list of staff) will become active.

The **Actions** button will enable you to cancel a registration (i.e. delete an activity from the individual's **To Do List**) and provides an alternative way to change the due date for an activity.

## My staff

The **My Staff** page lists all the CPD Essentials users in your organisation and can be accessed via the **Menu**.



First Name	Last Name	User Name	Mobile
CPD	Essentials	cpd Essentials	
Harry	Doe	harry.doe@noemail1.com	
Jane	Smith	jane.smith@noemail1.com	

Click on a name to view their profile

## Staff profile

Via the individual's profile you will be able to:

- View their Personal Details.
- View their Employment Details – Although you will see a number of fields within the **employment details** section, the only field populated will be your **started date**. All other fields in this area will be blank and cannot be edited. The functionality to edit these fields is available on other products using the same platform, however this is not available on CPD Essentials.
- Amend **Settings** such as their CPD year and email reminders.
- Upload relevant **Documents** to their profile.
- View their **To Do List**.
- View their **CPD Log**.

Details
Employment Details
Settings
Documents
To Do List
CPD Log

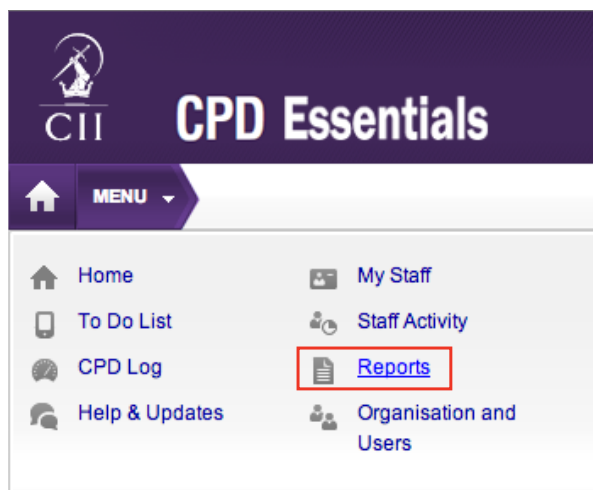


# Administrator functionality – reporting

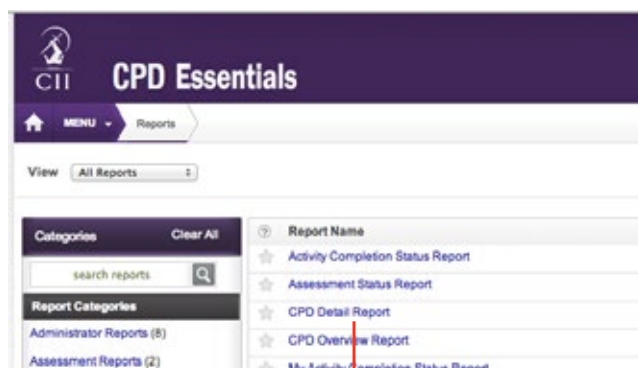
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## Reports

To access, select the **Reports** link under the **Menu**.



When you access the **Reports** section, you will see a list of pre-configured reports. These are the only reports available in CPD Essentials. It is not possible to create your own reports.

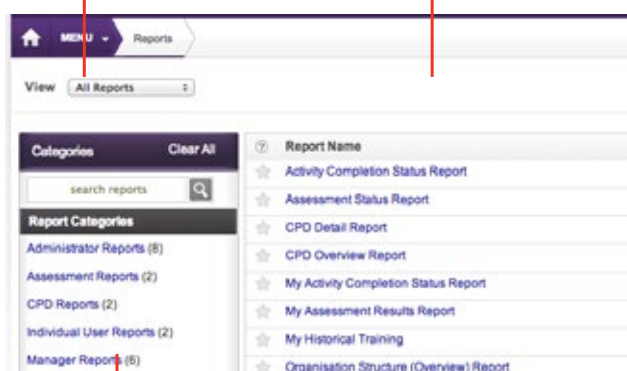


Click on a **Report Name** to run it.

Filter the results of your report, e.g. to show only completed activities, by selecting from the drop-down and/or typing text into the fields available, (e.g. show only Activity Names containing the word Taxation). Click on **Run Report** again to update the results.

Filter report results

Use **Save As...** to create a copy of this report, maintaining all filters



Export a copy of the report, choosing the format via the drop-down menu, and then clicking **Export**. Available formats are PDF, CSV, Excel, Rich Text Form, TIFF file, Web Archive.

## Schedule a report

You can schedule a report to run and be emailed to you or another member of staff on a set date and time.

On the **Reports** home page, click on the downward arrow beside **None** in the column labelled **Schedule**. Click **New Scheduled Email**.

Work through the three step wizard.



## Step one – filters

On the first step of the wizard you can choose any filters for the report. Click **Next** to choose who to send the report to.

## Step two – recipients

Use the **Filter and Unit** search fields on the right to locate and then select the recipients. As you select the names of the recipients they will appear in the middle of the screen. Once you have chosen all the recipients, select **Next** to go to the final step.

## Step three – frequency

Set the report to run at a single date in the future or to run on a regular basis starting from a set date and time. Once you have chosen, select **Finish**.